

Personal Data Updates

Introduction

This guide provides the procedures for updating a member's Personal Data/Information in Direct Access (DA).

Important Information

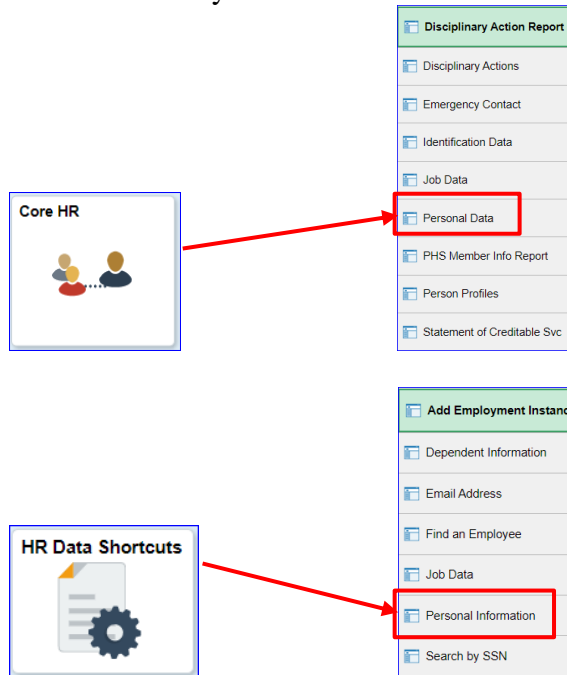
- NEVER add NEW data by overtyping old data. Always add a new row.
- Historical data must always be maintained.
- Exceptions:
 - Spelling errors
 - Phone Numbers
 - Date of Birth
 - Social Security Number
 - Email addresses
- Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). DA is the data source for other information systems which cannot use special characters.

References

[Joint Travel Regulations \(JTR\), Appendix A – Definitions & Acronyms, “HOME OF RECORD”](#)

Information

Core HR **Personal Data** = HR Data Shortcuts **Personal Information**
Both links take you to the same Personal Information screen.



Continued on next page

Personal Data Updates, Continued

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Employee Addresses and Phone Numbers























Introduction This section provides the procedures for updating a member's addresses and Phone Numbers in DA.

Home of Record Known Error

- The Home of Record is established with accession documents and transactions.
- If the HOR is missing for a member, submit a Customer Care Ticket to PPC to get it corrected.

Government Travel Charge Cardholders Address changes submitted in DA for personnel and pay data are not provided to the Government Travel Credit Card (GTCC) program. Card holders must notify GTCC separately to update address changes to the account.

Procedures See below.

Step	Action							
1	Click the HR Data Shortcuts Tile. <div data-bbox="352 1025 686 1285" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">HR Data Shortcuts</p>  </div>							
2	Select the Personal Information option. <div data-bbox="352 1339 715 1899" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1; text-align: center;">  Add Employment Instance </td> </tr> <tr> <td style="text-align: center;">  Dependent Information </td> </tr> <tr> <td style="text-align: center;">  Email Address </td> </tr> <tr> <td style="text-align: center;">  Find an Employee </td> </tr> <tr> <td style="text-align: center;">  Job Data </td> </tr> <tr> <td style="border: 2px solid red; text-align: center;">  Personal Information </td> </tr> <tr> <td style="text-align: center;">  Search by SSN </td> </tr> </table> </div>	 Add Employment Instance	 Dependent Information	 Email Address	 Find an Employee	 Job Data	 Personal Information	 Search by SSN
 Add Employment Instance								
 Dependent Information								
 Email Address								
 Find an Employee								
 Job Data								
 Personal Information								
 Search by SSN								

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Employee Addresses and Phone Numbers, Continued

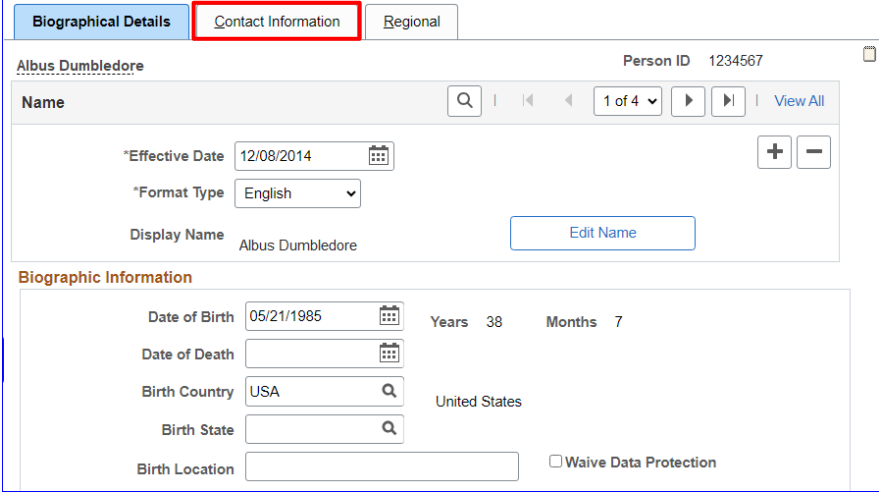
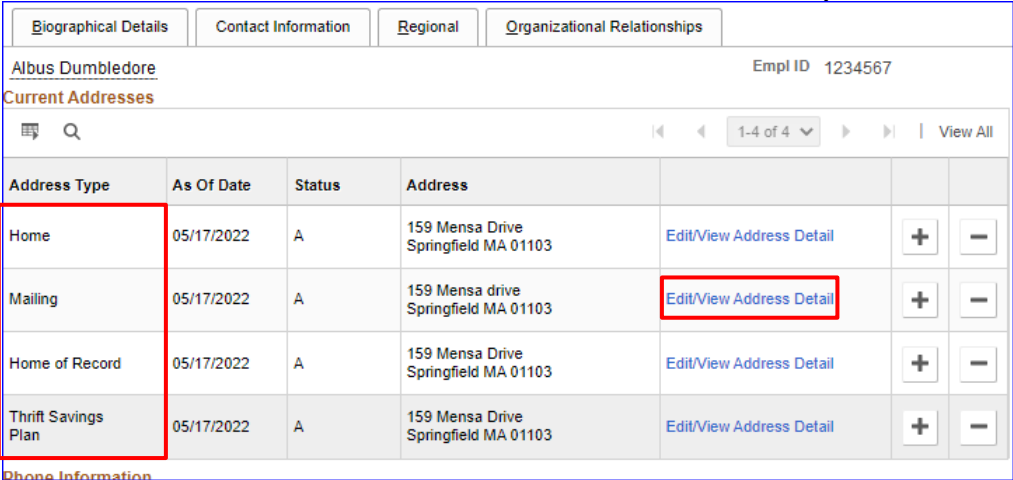
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, ensure the Correct History box is checked, and click Search.</p> <div data-bbox="352 528 1134 1352" style="border: 1px solid black; padding: 10px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Employee Addresses and Phone Numbers, Continued

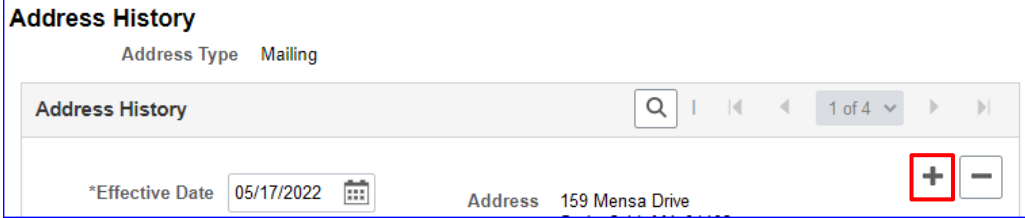
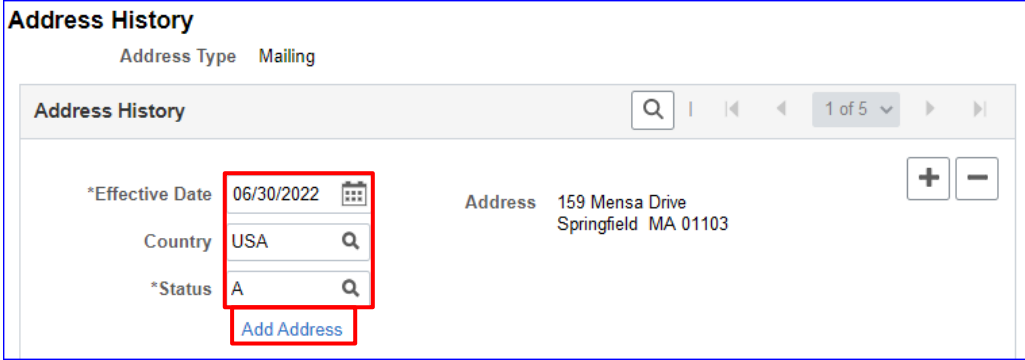
Procedures,
continued

Step	Action																														
4	<p>The Biographical Details tab will display. Select the Contact Information tab.</p> 																														
5	<p>The mandatory Current Addresses will display. (If updating the Phone Number, skip to Step 11 of this section.)</p> <ul style="list-style-type: none"> • Home – Current Home address. • Mailing – This address will reflect on the member’s Payslip and is used for mailing W2 forms and other official correspondence. • Home of Record (HOR) – Established upon original enlistment. The home of record can only be changed if there's a break in active duty service of more than one full day. • Thrift Savings Plan – Mandatory for all TSP contributions. <p>Click the Edit/View Address Detail link for the address to be updated.</p>  <table border="1" data-bbox="327 1438 1343 1915"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Mailing	05/17/2022	A	159 Mensa drive Springfield MA 01103	Edit/View Address Detail	+ -	Home of Record	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Thrift Savings Plan	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -
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Thrift Savings Plan	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -																										

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Employee Addresses and Phone Numbers, Continued

Procedures,
continued

Step	Action
6	<p>The Address History page will display. In this example the Mailing Address is being updated. Click the Plus button to insert a new row.</p> 
7	<p>Update the fields as necessary:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to current date. Can be changed to a future date. • Country – Default country code from the existing address. Change if necessary. • Status – Defaults to “A” for Active. Do not change. <p>Click the Add Address link.</p> 

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Employee Addresses and Phone Numbers, Continued

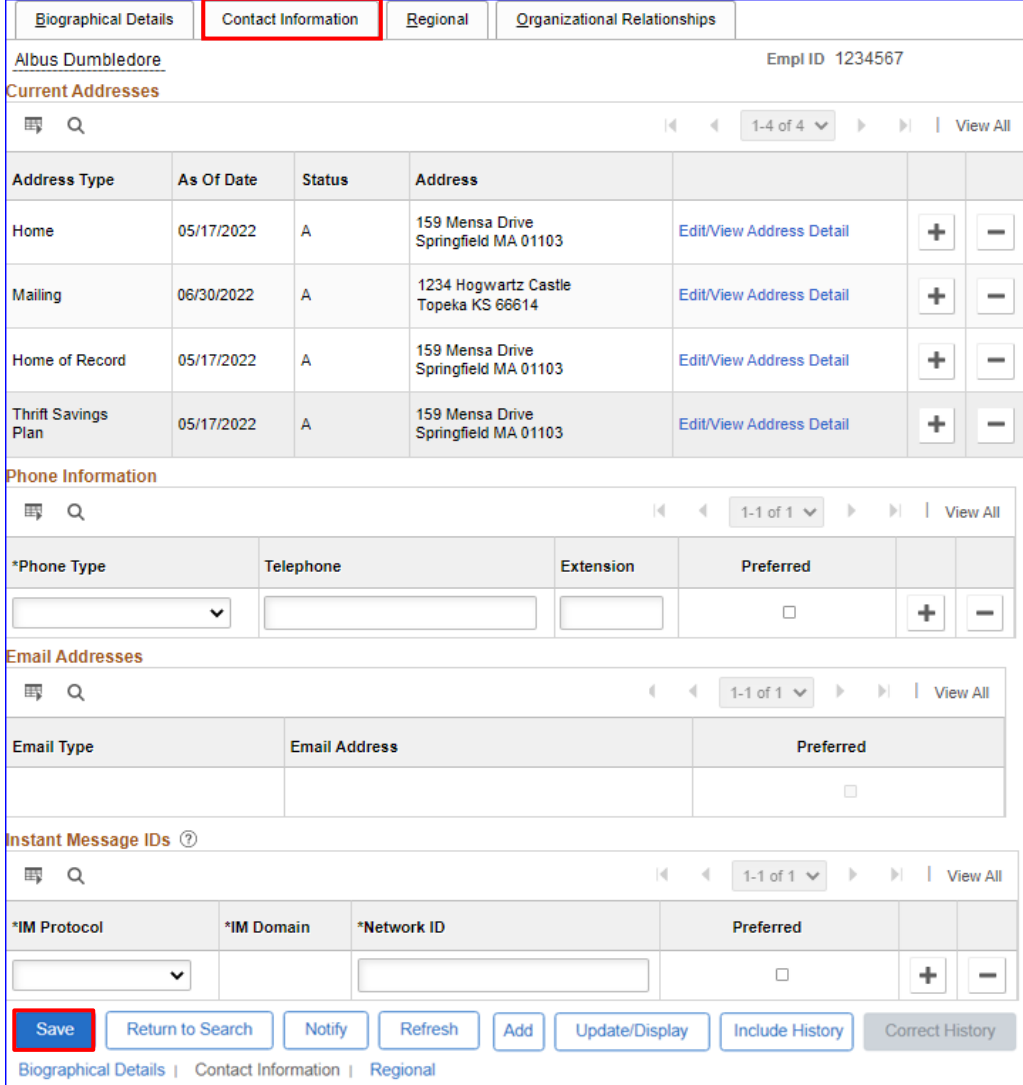
Procedures,
continued

Step	Action
<p>8</p>	<p>The Edit Address page will display. Enter the new Address information.</p> <p>NOTE: Do not use special characters (e.g., ã, á, ñ, ú, Ñ, Ú, etc.). DA is the data source for other information systems which cannot use special characters.</p> <p>When finished, click OK.</p> <div data-bbox="338 707 1366 1323" style="border: 1px solid blue; padding: 5px;"> <p>Edit Address</p> <p>Country <input type="text" value="United States"/></p> <p>Address 1 <input type="text" value="1234 Hogwarts castle"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Topeka"/> State <input type="text" value="KS"/> <input type="button" value="Q"/> Kansas</p> <p>Postal <input type="text" value="66614"/></p> <p>County <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
<p>9</p>	<p>Review changes and make any necessary corrections by repeating the previous steps. When finished, click OK.</p> <div data-bbox="338 1435 1256 1621" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"><input type="button" value="Update/View Address"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>

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Employee Addresses and Phone Numbers, Continued

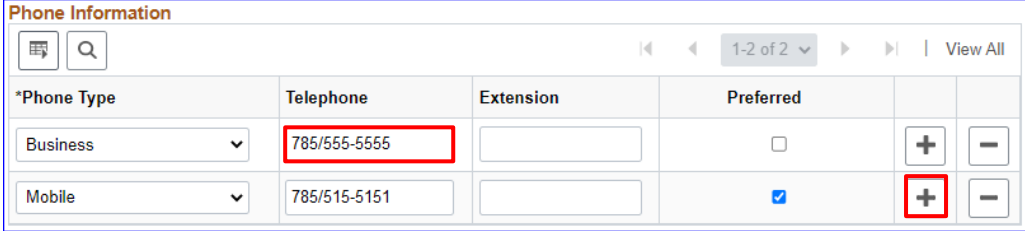
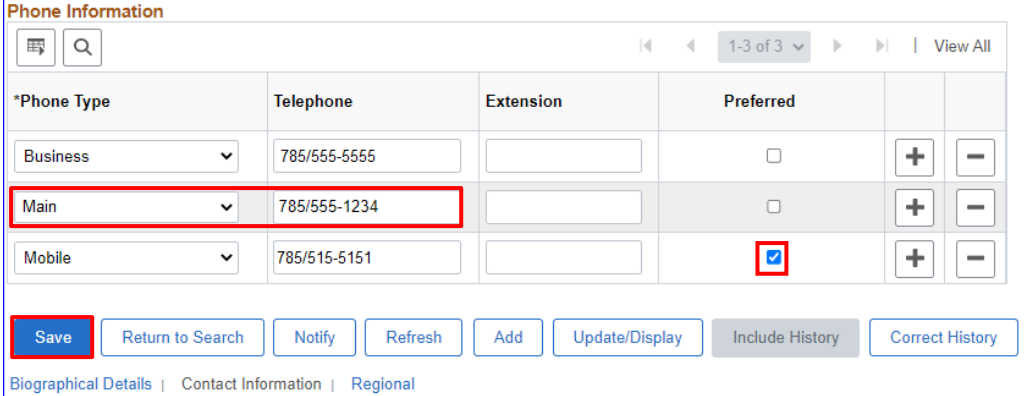
Procedures,
continued

Step	Action																																			
10	<p>The Contact Information tab will display. Repeat the previous steps to update other address information as necessary. When finished, click Save.</p>  <p>The screenshot shows the 'Contact Information' tab selected. The 'Save' button at the bottom left is highlighted with a red box. The interface includes sections for 'Current Addresses', 'Phone Information', 'Email Addresses', and 'Instant Message IDs'. The 'Current Addresses' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th>Edit/View Address Detail</th> <th>+</th> <th>-</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Mailing</td> <td>06/30/2022</td> <td>A</td> <td>1234 Hogwartz Castle Topeka KS 66614</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Home of Record</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>The 'Phone Information' section has input fields for *Phone Type, Telephone, Extension, and Preferred. The 'Email Addresses' section has input fields for Email Type and Email Address. The 'Instant Message IDs' section has input fields for *IM Protocol, *IM Domain, and *Network ID. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The 'Save' button is highlighted with a red box.</p>	Address Type	As Of Date	Status	Address	Edit/View Address Detail	+	-	Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+	-	Mailing	06/30/2022	A	1234 Hogwartz Castle Topeka KS 66614	Edit/View Address Detail	+	-	Home of Record	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+	-	Thrift Savings Plan	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+	-
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Employee Addresses and Phone Numbers, Continued

Procedures,
continued

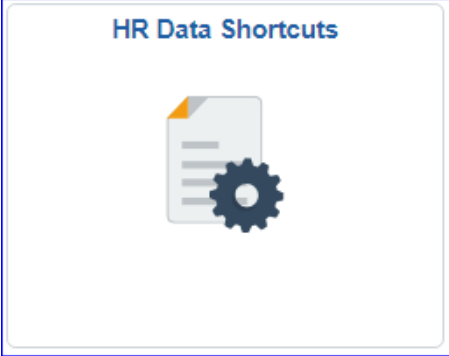
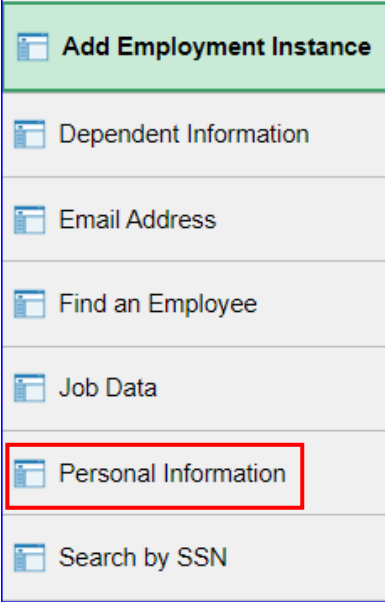
Step	Action																								
<p>11</p>	<p>Phone Information section.</p> <ul style="list-style-type: none"> To change or update a phone number, overtype the correct number in the Telephone field. To add a NEW number, click the Plus button on any row.  <p>Phone Information</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>785/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>Mobile</td> <td>785/515-5151</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Phone Type	Telephone	Extension	Preferred			Business	785/555-5555		<input type="checkbox"/>	+	-	Mobile	785/515-5151		<input checked="" type="checkbox"/>	+	-						
*Phone Type	Telephone	Extension	Preferred																						
Business	785/555-5555		<input type="checkbox"/>	+	-																				
Mobile	785/515-5151		<input checked="" type="checkbox"/>	+	-																				
<p>12</p>	<p>Insert a new Phone Type and Telephone number. Check the box for the Preferred number and click Save.</p> <p>NOTE: It must be a different Phone Type. You will get an error if you try to add a type that is already in DA for that member.</p>  <p>Phone Information</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>785/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>Main</td> <td>785/555-1234</td> <td></td> <td><input type="checkbox"/></td> <td>+</td> <td>-</td> </tr> <tr> <td>Mobile</td> <td>785/515-5151</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p> <input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> <p> Biographical Details Contact Information Regional </p>	*Phone Type	Telephone	Extension	Preferred			Business	785/555-5555		<input type="checkbox"/>	+	-	Main	785/555-1234		<input type="checkbox"/>	+	-	Mobile	785/515-5151		<input checked="" type="checkbox"/>	+	-
*Phone Type	Telephone	Extension	Preferred																						
Business	785/555-5555		<input type="checkbox"/>	+	-																				
Main	785/555-1234		<input type="checkbox"/>	+	-																				
Mobile	785/515-5151		<input checked="" type="checkbox"/>	+	-																				

Change of Name

Information This section provides the procedures to record a member's name change in DA.

Reference [Personnel and Pay Procedures Manual, PPCINST M1000.2B\(series\)](#), Chapter 6, Section W lists the documents and requirements which must be met in order for a member to change their name.

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Personal Information option.</p> 

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Change of Name, Continued

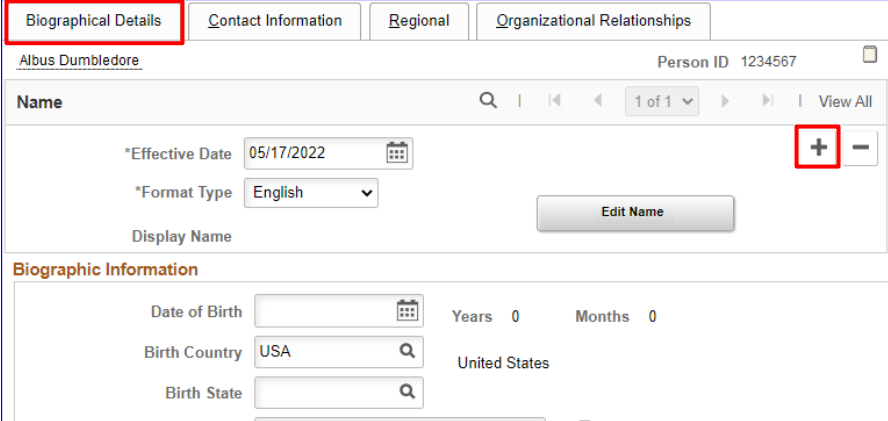
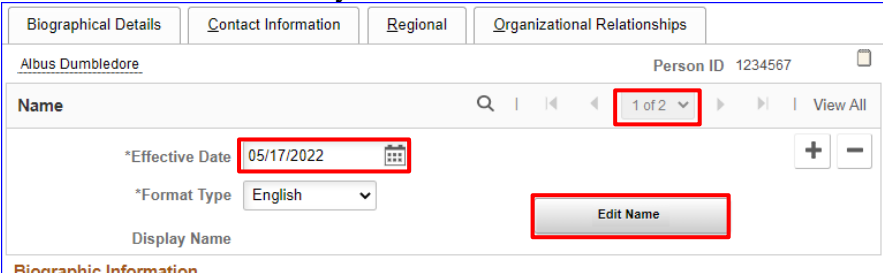
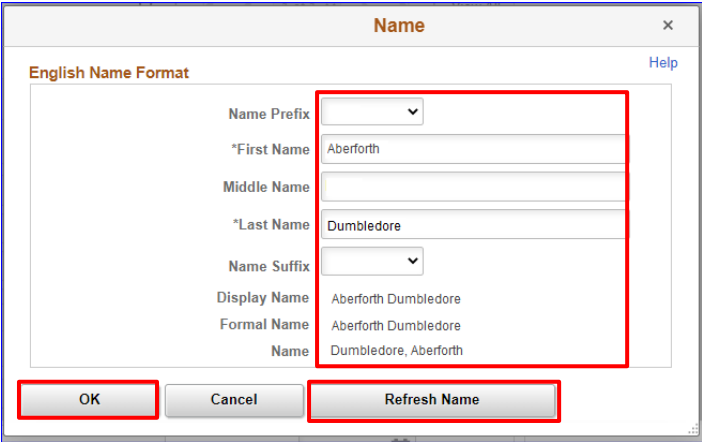
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, ensure the Correct History box is checked, and click Search.</p> <div data-bbox="352 528 1270 1494" style="border: 1px solid black; padding: 10px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

Continued on next page

Change of Name, Continued

Procedures,
continued

Step	Action
4	<p>The Biographical Details tab will display. Click the Plus button to add a new row.</p> 
5	<p>There will now be two rows identified. The Effective Date field will default to the current date and may be edited. Click Edit Name.</p> 
6	<p>Update with the applicable name and click Refresh Name to view the changes reflected in the Display Name, Formal Name, and Name Fields. When finished, click OK.</p> 

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Change of Name, Continued


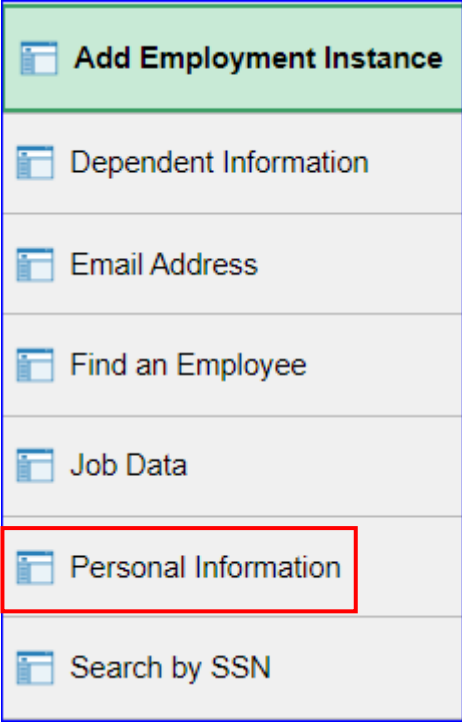
Procedures,
continued

Step	Action								
7	<p>Click Save.</p> <div data-bbox="352 524 1366 1637"> <p>Biographical Details <u>Contact Information</u> Regional Organizational Relationships</p> <p>Aberforth Dumbledore Person ID 1234567</p> <hr/> <p>Name 1 of 1 View All</p> <p>*Effective Date: 05/17/2022 + -</p> <p>*Format Type: English +</p> <p>Display Name: Albus Dumbledore Edit Name</p> <hr/> <p>Biographic Information</p> <p>Date of Birth: 05/09/1997 Years 25 Months 0</p> <p>Birth Country: USA United States</p> <p>Birth State: MA Massachusetts</p> <p>Birth Location: Springfield <input type="checkbox"/> Waive Data Protection</p> <hr/> <p>Biographical History 1 of 1 View All</p> <p>*Effective Date: 05/17/2022 + -</p> <p>Gender: Unknown</p> <p>*Highest Education Level: G-Bachelor's Level Degree +</p> <p>*Marital Status: Single As of 05/09/1997</p> <p>Language Code: English</p> <p>Alternate ID: <input type="text"/></p> <p><input type="checkbox"/> Full-Time Student</p> <hr/> <p>National ID 1-1 of 1 View All</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>Social Security Number</td> <td>123-45-6789</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Save Return to Search Notify Refresh Add Update/Display Include History Correct History</p> </div>	*Country	*National ID Type	National ID	Primary ID	USA	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>
*Country	*National ID Type	National ID	Primary ID						
USA	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>						

Marital Status

Introduction This section provides the procedures for viewing, entering, or updating a member's Marital Status in DA.

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Personal Information option.</p> 

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Marital Status, Continued

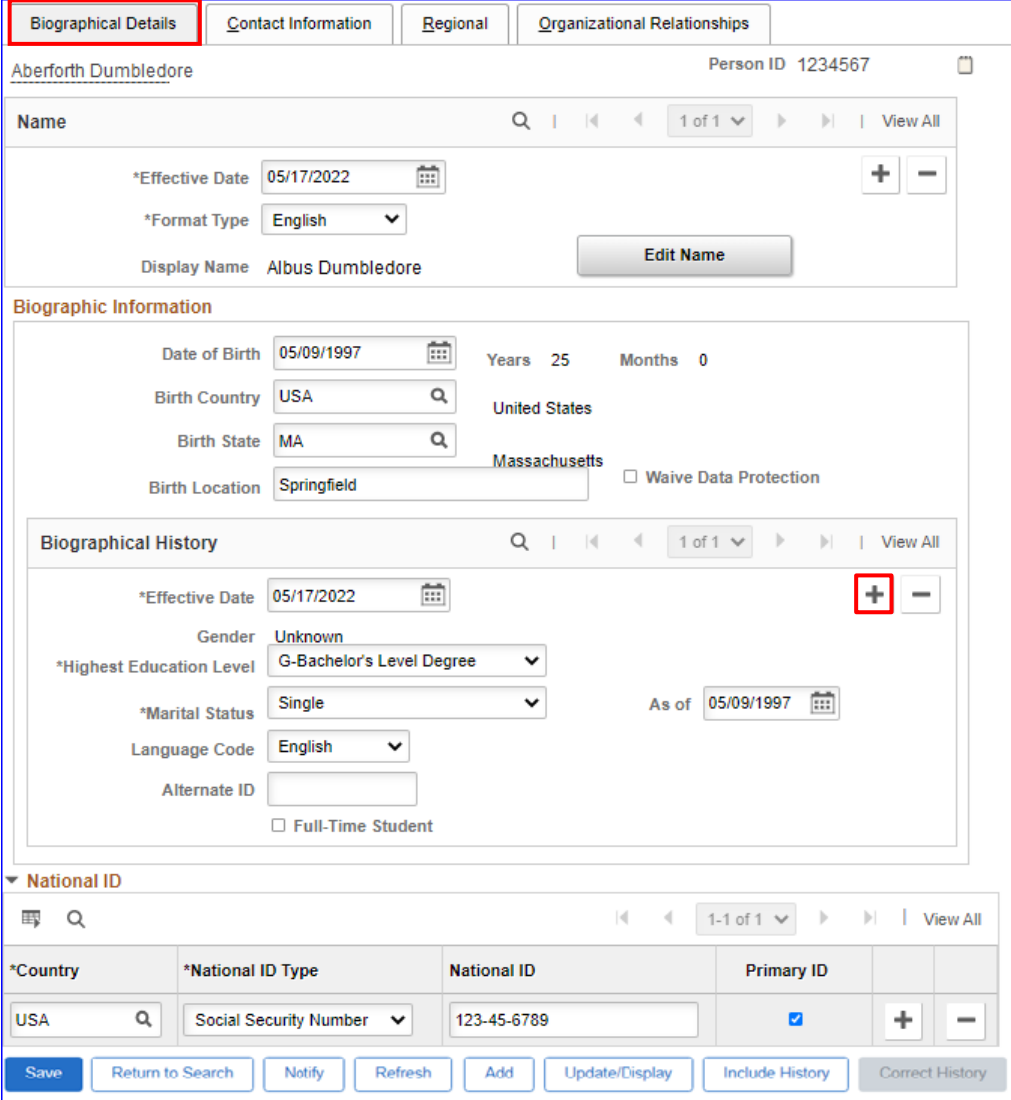
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, ensure the Correct History box is checked, and click Search.</p> <div data-bbox="352 528 1251 1473" style="border: 1px solid blue; padding: 10px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div>

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Marital Status, Continued

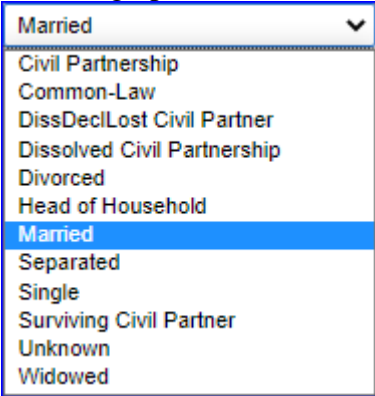
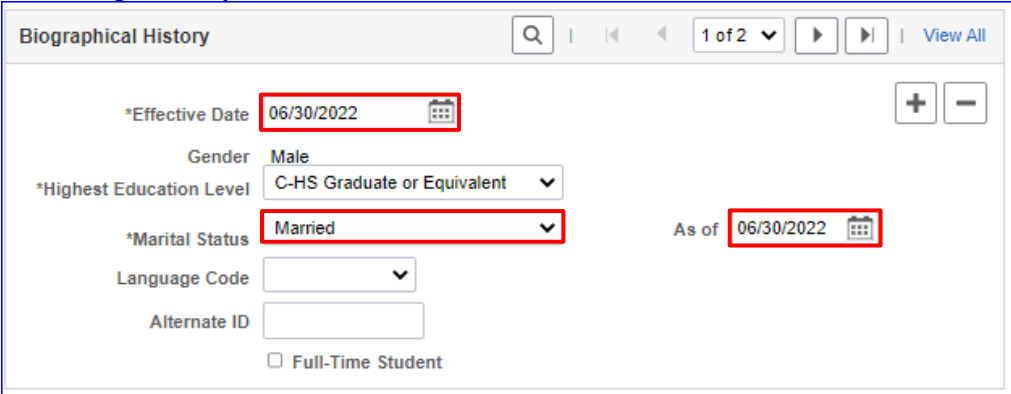
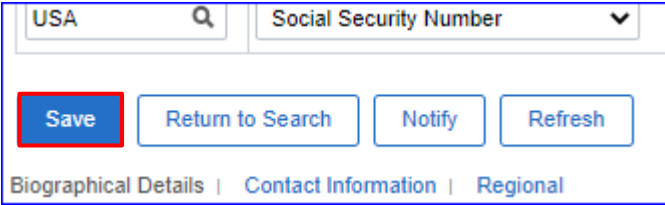
Procedures,
continued

Step	Action
4	<p>The Biographical Details tab will display. In the Biographical History section, click the Plus button to add a new row.</p>  <p>The screenshot shows the 'Biographical Details' tab selected. The 'Biographic Information' section includes fields for Date of Birth (05/09/1997), Birth Country (USA), Birth State (MA), and Birth Location (Springfield). The 'Biographical History' section includes fields for *Effective Date (05/17/2022), Gender (Unknown), *Highest Education Level (G-Bachelor's Level Degree), *Marital Status (Single), Language Code (English), and Alternate ID. A red box highlights the plus button next to the *Effective Date field in the Biographical History section. The 'National ID' section shows a table with one row: Country (USA), National ID Type (Social Security Number), National ID (123-45-6789), and Primary ID (checked). At the bottom are buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.</p>

Continued on next page

Marital Status, Continued

Procedures,
continued

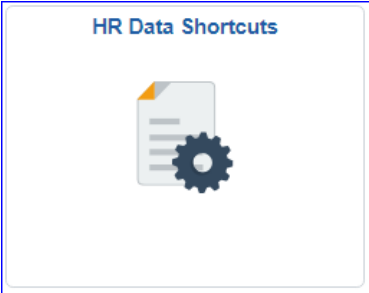
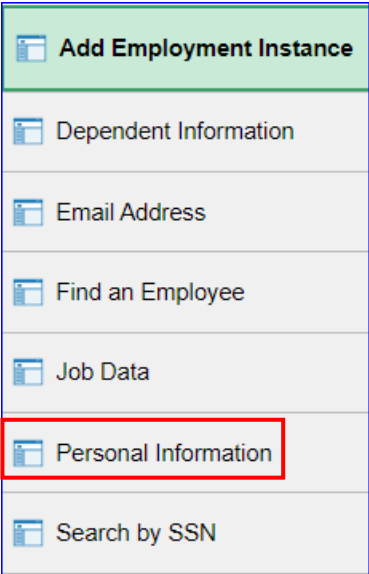
Step	Action
5	<p>A new Biographical History row will open.</p> <ul style="list-style-type: none"> • Effective Date – Will default to the current date. • Marital Status – Click the Marital Status drop-down and select from the following options.  <ul style="list-style-type: none"> • As Of – Enter the date of the change. <p>NOTE: This is not the date that will be reflected as the Date of Marriage on the BAH/Dependency Data form (BAH/DEP Data and Emergency Contact Information). Update/correct the spouse’s Marital Status Date if the BAH/Dependency Data form does not show the correct date.</p> 
6	<p>When finished, click Save.</p> 

Correction of Social Security Number (SSN) or Date of Birth (DOB)

Introduction This section provides the procedure to correct a member's Social Security Number (SSN) or Date of Birth (DOB) in DA.

Reference [Personnel and Pay Procedures Manual, PPCINST M1000.2B\(series\)](#), Chapter 6, Section W lists requirements which must be met in order to enter a correction to official records.

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Personal Information option.</p> 

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Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

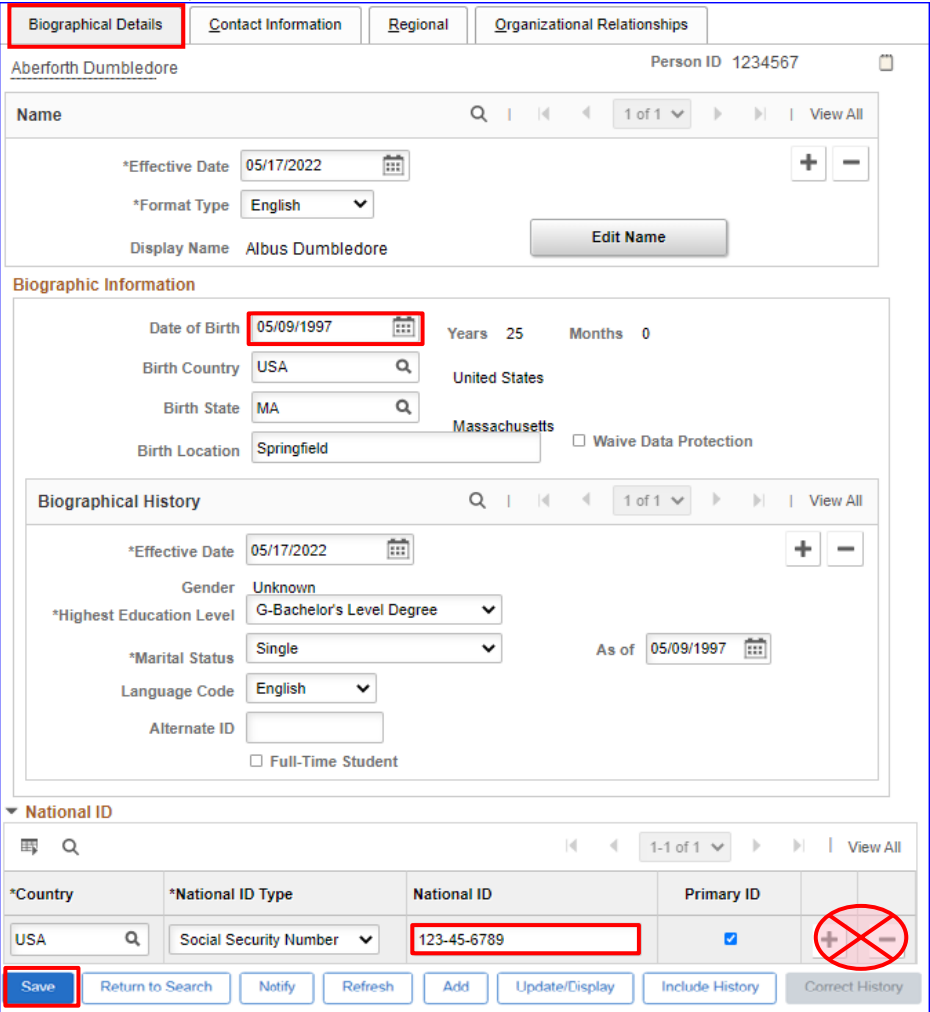
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, ensure the Correct History box is checked, and click Search.</p> <div data-bbox="352 577 1294 1570" style="border: 1px solid blue; padding: 10px;"> <p>Personal Information</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Second Last Name <input type="text" value="begins with"/></p> <p>Alternate Character Name <input type="text" value="begins with"/></p> <p>Middle Name <input type="text" value="begins with"/></p> <p>Business Unit <input type="text" value="begins with"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p>Department <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p> <input type="checkbox"/> Include History <input checked="" style="border: 2px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

Continued on next page

Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedures,
continued

Step	Action
4	<p>The Biographical Details tab will display.</p> <p>NOTE: Be absolutely sure you have accessed the correct member's record.</p> <ul style="list-style-type: none"> • The member's Date of Birth is shown in the Biographic Information Section. • The Social Security Number is shown in the National ID section. • Correct the Date of Birth field and/or the National ID field. • Do NOT use the add/remove row icons in the National ID area, simply enter (overtyping) the correct SSN. <p>When finished, click Save.</p> 


Citizenship Status Changes/Passport Information

Introduction This section provides procedures for viewing or recording a change in a member's citizenship status, a member's passport, and a member's dependent's passport information in DA.

Information All official passports (active duty members and dependents) and diplomatic passports must be entered into DA by the Servicing Pay Office. For newly issued passports for overseas deployment, please see [CG-DCO-I](#) for more information.

- Before you Begin**
- If a member is a non-resident alien (defined as a citizen of a foreign country who has not applied for U.S. Citizenship), a tax information transaction must be submitted showing that the member is a resident alien (a member who has applied for U.S. Citizenship) prior to submitting a citizenship status change.
 - When choosing a member from the search results, verify the employee ID or national ID before making any changes to Citizenship Status or Passport Information.
 - Members may have multiple Employee Records in DA (Regular, Reserve, Auxiliary or Civilian Employee). Ensure you are selecting the correct Employee Record.

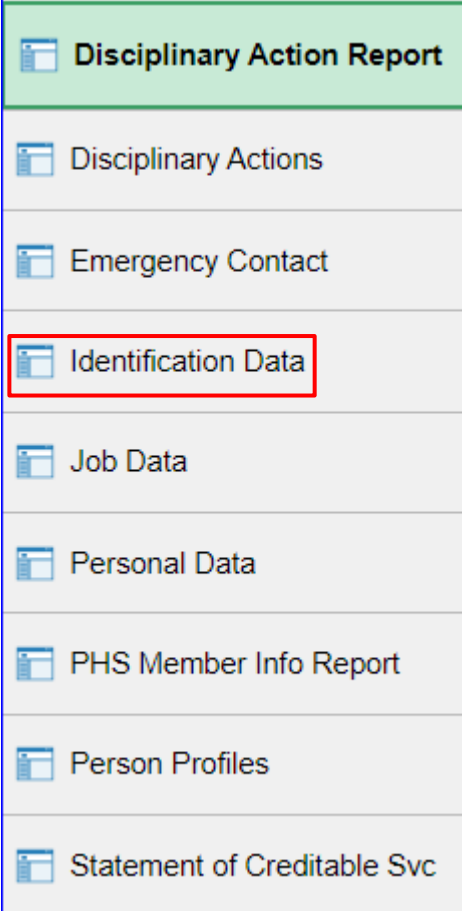
Procedures See below.

Step	Action
1	Click on the Core HR tile. 

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
2	<p>Select the Identification Data option.</p>  <p>The screenshot shows a vertical list of menu items, each with a document icon to its left. The items are: 'Disciplinary Action Report' (highlighted in green), 'Disciplinary Actions', 'Emergency Contact', 'Identification Data' (highlighted with a red border), 'Job Data', 'Personal Data', 'PHS Member Info Report', 'Person Profiles', and 'Statement of Creditable Svc'.</p>

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="352 495 831 524">Enter the Empl ID and click Search.</p> <div data-bbox="352 524 1366 1458" style="border: 1px solid black; padding: 5px;"> <p data-bbox="360 530 655 562">Identification Data</p> <p data-bbox="360 568 1358 598">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="389 613 716 669" style="text-align: center; background-color: #e1eef6; padding: 2px;">Find an Existing Value</p> <p data-bbox="360 687 587 716">▼ Search Criteria</p> <p data-bbox="580 734 1198 779">Empl ID begins with ▼ <input data-bbox="890 725 1198 779" type="text" value="1234567"/></p> <p data-bbox="604 801 1198 846">Name begins with ▼ <input data-bbox="890 792 1198 846" type="text"/></p> <p data-bbox="545 869 1198 913">Last Name begins with ▼ <input data-bbox="890 860 1198 913" type="text"/></p> <p data-bbox="450 936 1198 981">Second Last Name begins with ▼ <input data-bbox="890 927 1198 981" type="text"/></p> <p data-bbox="360 1003 1198 1048">Alternate Character Name begins with ▼ <input data-bbox="890 994 1198 1048" type="text"/></p> <p data-bbox="517 1070 1198 1115">Middle Name begins with ▼ <input data-bbox="890 1061 1198 1115" type="text"/></p> <p data-bbox="505 1137 1198 1182">Business Unit begins with ▼ <input data-bbox="890 1128 1198 1182" type="text"/></p> <p data-bbox="456 1205 1243 1249">Department Set ID begins with ▼ <input data-bbox="890 1196 1243 1249" type="text" value=""/> <input data-bbox="1203 1211 1235 1249" type="button" value="Q"/></p> <p data-bbox="533 1272 1243 1317">Department begins with ▼ <input data-bbox="890 1263 1243 1317" type="text" value=""/> <input data-bbox="1203 1279 1235 1317" type="button" value="Q"/></p> <p data-bbox="360 1339 576 1368"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="360 1384 1102 1440"> <input data-bbox="360 1384 509 1440" type="button" value="Search"/> <input data-bbox="517 1384 639 1440" type="button" value="Clear"/> <a data-bbox="652 1397 815 1426" href="#">Basic Search <input data-bbox="820 1391 852 1426" type="button" value="📄"/> <a data-bbox="868 1397 1102 1426" href="#">Save Search Criteria </p> </div>

Continued on next page

Citizenship Status Changes/Passport Information, Continued

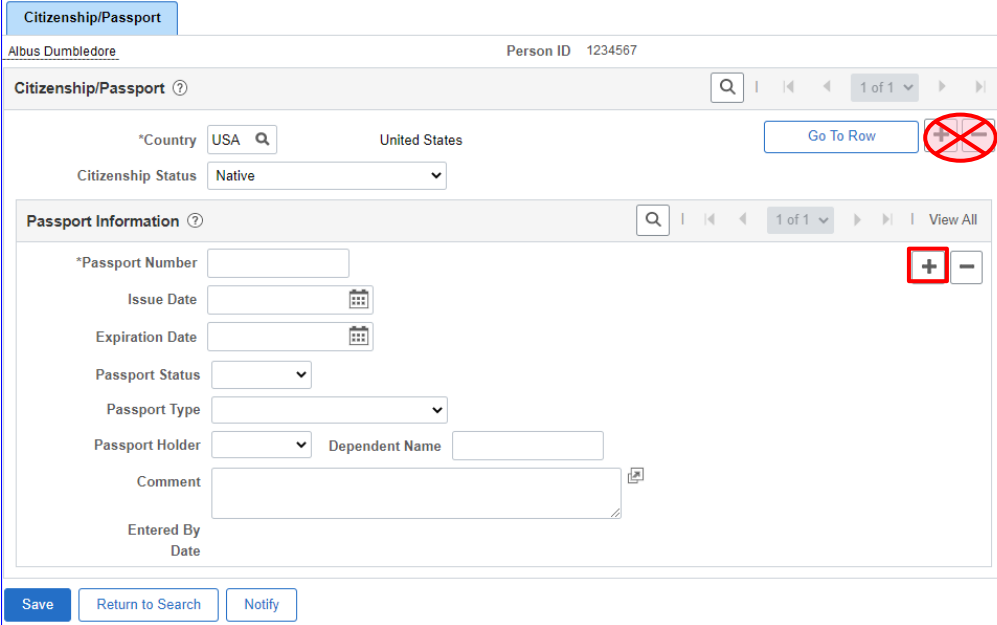
Procedures,
continued

Step	Action										
4	<p>The Citizenship/Passport tab will display. The member’s current citizenship status will be displayed. This page does not have an effective date. Do not insert or delete rows in the Citizenship/Passport section. All edits are completed in the current row.</p> <ul style="list-style-type: none"> • Country – Click the look-up icon and select the country of the member’s birth. • Citizenship Status – Select the appropriate status from the drop-down arrow. <div data-bbox="373 786 847 1189" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <table border="1" data-bbox="448 1227 1310 1420" style="margin: 10px 0;"> <thead> <tr> <th>Status Description</th> <th>Use When Member is a</th> </tr> </thead> <tbody> <tr> <td>Native</td> <td>Native U.S. Citizen</td> </tr> <tr> <td>Naturalized</td> <td>Naturalized U.S. Citizen</td> </tr> <tr> <td>Alien Permanent</td> <td>Resident Alien</td> </tr> <tr> <td>Alien Temporary</td> <td>Non-resident Alien</td> </tr> </tbody> </table> <p>When finished, scroll to the bottom of the page, and click Save.</p> <div data-bbox="352 1494 1366 1787" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>	Status Description	Use When Member is a	Native	Native U.S. Citizen	Naturalized	Naturalized U.S. Citizen	Alien Permanent	Resident Alien	Alien Temporary	Non-resident Alien
Status Description	Use When Member is a										
Native	Native U.S. Citizen										
Naturalized	Naturalized U.S. Citizen										
Alien Permanent	Resident Alien										
Alien Temporary	Non-resident Alien										

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
5	<ul style="list-style-type: none"> • The Passport Information section of the page does not need to be completed to update/change a member's citizenship status. However, you may enter the Passport data if you have the information available. • Members or dependents receiving a new passport should have a new row added to enter the new passport information. Do not delete or overtype the old passport information. • If updating the Passport Information, click the Plus button to add a new row. DO NOT select the Plus or Minus button in the Citizenship section. • Some active duty or reserve members and civilian employees are authorized to possess more than one official/diplomatic passport. Enter the passport information for each passport in a separate row. 

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action	
5 (cont)	Enter Passport Information for all official passports issued to the member and, if applicable, the member's dependents.	
	Field	Description
	Passport Number	Enter the number on the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in DA. DO NOT enter tourist passport information into DA.
	Issue Date	Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.
	Expiration Date	Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. NOTE: When members' or dependents' passport information expires do not delete the information in DA.
	Passport Status	Select from the following: <ul style="list-style-type: none"> • Cancelled • Destroyed • Expired • Valid
	Passport Type	Select from the following: <ul style="list-style-type: none"> • Dependent Diplomatic • Dependent No Fee • Dependent Official • Diplomatic • Primary Official • Secondary Official
	Passport Holder	Select from the following: <ul style="list-style-type: none"> • Civilian • Contractor • Dependent • Member
	Dependent Name	Enter the name of the member's dependent.
	Comment	Enter Comments if necessary.

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Citizenship Status Changes/Passport Information, Continued

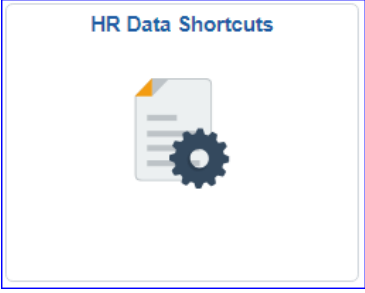
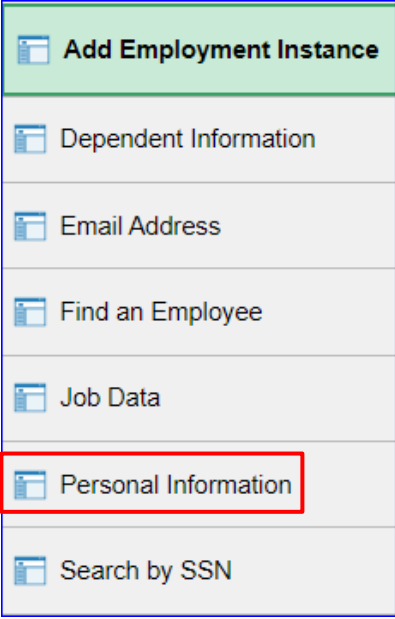
Procedures,
continued

Step	Action
<p>5 (cont)</p>	<p>Example of Passport Information that is completed for a member and one dependent. When finished, click Save.</p> <div data-bbox="365 598 1362 1344" style="border: 1px solid #ccc; padding: 10px;"> <p>Passport Information 1-2 of 2 View 1</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>*Passport Number <input type="text" value="6543219009AQP"/></p> <p>Issue Date <input type="text" value="06/01/2022"/></p> <p>Expiration Date <input type="text" value="05/31/2023"/></p> <p>Passport Status <input type="text" value="Valid"/></p> <p>Passport Type <input type="text" value="Primary Official"/></p> <p>Passport Holder <input type="text" value="Member"/> Dependent Name <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Entered By <input type="text"/></p> <p>Date <input type="text"/></p> </div> <div style="text-align: right;"> <p><input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>*Passport Number <input type="text" value="85648568DEP"/></p> <p>Issue Date <input type="text" value="06/01/2022"/></p> <p>Expiration Date <input type="text" value="05/31/2023"/></p> <p>Passport Status <input type="text" value="Valid"/></p> <p>Passport Type <input type="text" value="Primary Official"/></p> <p>Passport Holder <input type="text" value="Dependent"/> Dependent Name <input type="text" value="Ariana Dumbledore"/></p> <p>Comment <input type="text"/></p> <p>Entered By <input type="text"/></p> <p>Date <input type="text"/></p> </div> <div style="text-align: right;"> <p><input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Save</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Notify</div> </div>

Non Self-Service Diversity Update

Introduction This section provides the procedure for entering or updating a member’s diversity information in DA.

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Personal Information option.</p> 

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Non Self-Service Diversity Update, Continued

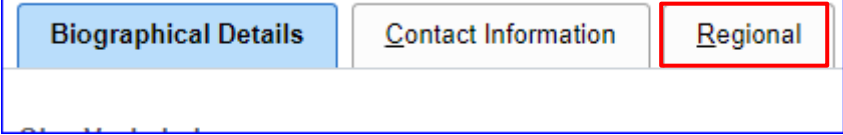
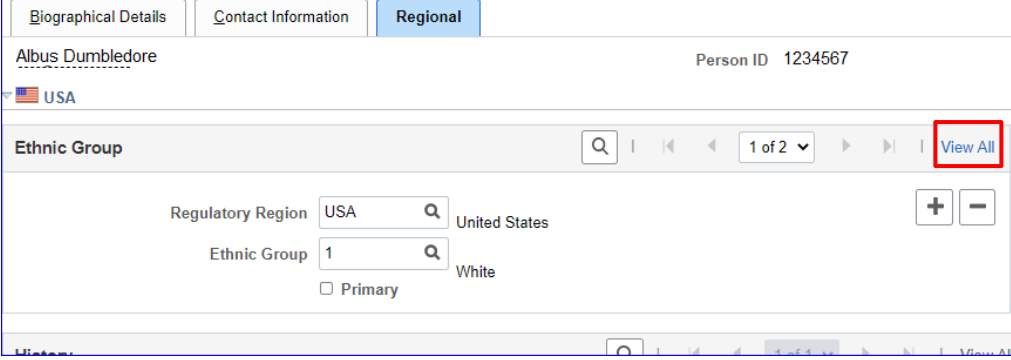
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, ensure the Correct History box is checked and click Search.</p> <div data-bbox="352 528 1278 1503" style="border: 1px solid blue; padding: 10px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Non Self-Service Diversity Update, Continued

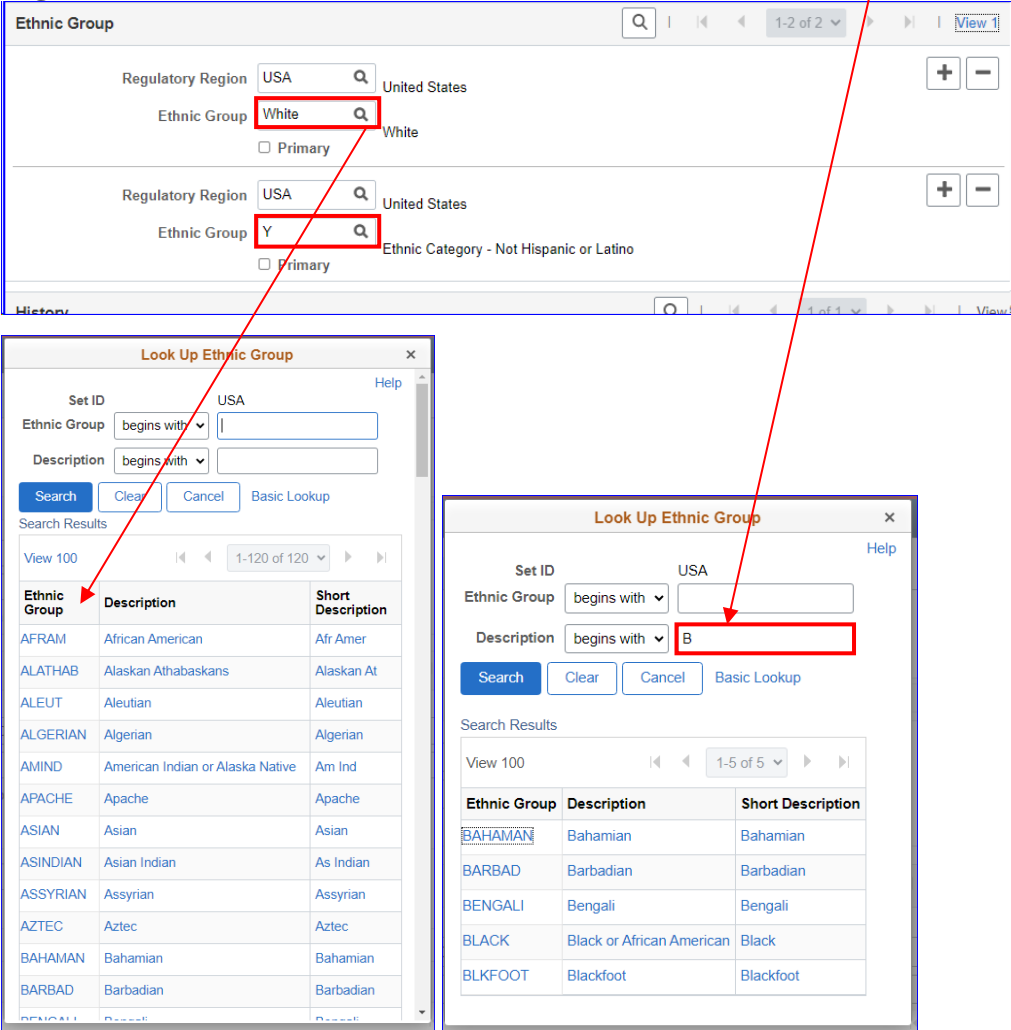
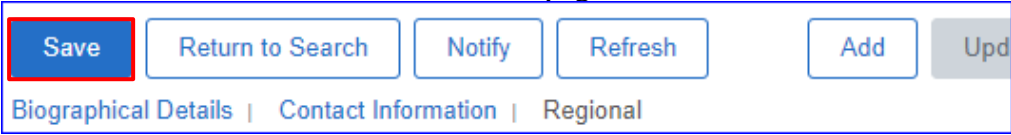
Procedures,
continued

Step	Action
4	<p>The Biographical Details tab will display. Select the Regional tab.</p> 
5	<p>If applicable, click View All to display all the Ethnic Groups.</p> 

Continued on next page

Non Self-Service Diversity Update, Continued


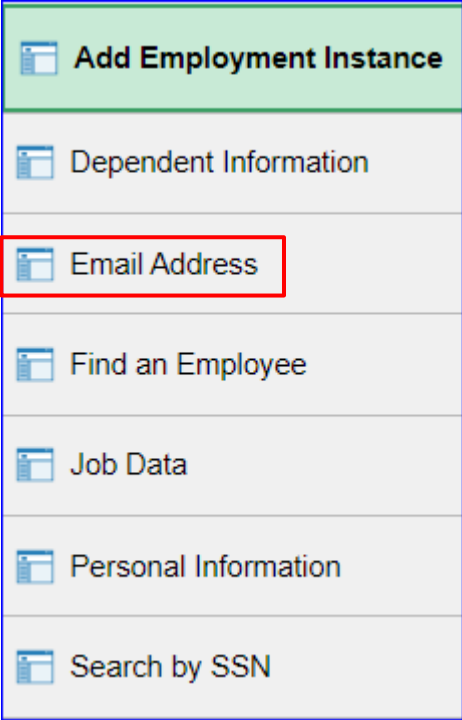
Procedures,
continued

Step	Action
<p>6</p>	<p>Using the Ethnic Group lookup icon, choose a diversity description from the list. Refer to the Ethnicity and Race Self-Reporting Worksheet to determine the applicable diversity description.</p> <p>NOTE: The search may be narrowed by entering a letter in the Description begins with field.</p> 
<p>7</p>	<p>When finished, scroll to the bottom of the page and click Save.</p> 

Member Email Address

Introduction This section provides the procedures for viewing and updating a member’s Email addresses in DA.

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Email Address option.</p> 

Continued on next page

Member Email Address, Continued

Procedures,
continued

Step	Action												
3	<p>Enter the Empl ID and click Search.</p> <div data-bbox="352 524 1366 938" style="border: 1px solid blue; padding: 5px;"> <p>Email Human Resources</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <hr/> <p>▼ Search Criteria</p> <p>Search by: <input type="text" value="User ID"/> begins with <input style="border: 1px solid red;" type="text" value="1234567"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 1px solid red;" type="button" value="Search"/> Advanced Search</p> </div>												
4	<p>The Email Address page will display.</p> <ul style="list-style-type: none"> • Email addresses can be Added/Edited or Deleted. • All members must have a valid uscg.mil Business email address. • Check the box for the Preferred email Address?. <p>When finished, click Save.</p> <div data-bbox="352 1155 1366 1617" style="border: 1px solid blue; padding: 5px;"> <p>Email Address</p> <p>Albus Dumbledore</p> <p>Email Addresses</p> <table border="1" data-bbox="360 1256 1358 1435"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input style="border: 1px solid red;" type="text" value="Business"/></td> <td><input style="border: 1px solid red;" type="text" value="albus.dumbledore@uscg.mil"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td><input type="text" value="Home"/></td> <td><input type="text" value="elderwand1945@outlook.com"/></td> <td><input checked="" style="border: 1px solid red;" type="checkbox"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Add Email Address"/></p> <p><input style="border: 1px solid red;" type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	Email Type	Email Address	Preferred Address?	Delete	<input style="border: 1px solid red;" type="text" value="Business"/>	<input style="border: 1px solid red;" type="text" value="albus.dumbledore@uscg.mil"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>	<input type="text" value="Home"/>	<input type="text" value="elderwand1945@outlook.com"/>	<input checked="" style="border: 1px solid red;" type="checkbox"/>	<input type="button" value="Delete"/>
Email Type	Email Address	Preferred Address?	Delete										
<input style="border: 1px solid red;" type="text" value="Business"/>	<input style="border: 1px solid red;" type="text" value="albus.dumbledore@uscg.mil"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>										
<input type="text" value="Home"/>	<input type="text" value="elderwand1945@outlook.com"/>	<input checked="" style="border: 1px solid red;" type="checkbox"/>	<input type="button" value="Delete"/>										